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ABSTRACT

This first edition of the Georgia College Libraries Handbook provides: (1) an introduction to academic and public library service in Milledgeville, Georgia; (2) a general introduction to operating procedures and facilities of the Ina Dillard Russell Library; (3) a description of the library's collections (books and other cataloged materials, the periodical collection, U.S. Government Documents, ERIC documents, college catalogs, telephone directories, and special collections); (4) a directory of information services (including sections on the circulation and information desks, interlibrary loan, "Books in Print," DIALOG online computer searching, and using other University System libraries); (5) guidelines for finding information (with sections on using the library's microfiche catalog, the Library of Congress Classification System, and using periodical indexes) and for conducting library research (including information on using bibliographies and indexes). A directory of Georgia College Media Services is included. Also provided are a glossary of terms used throughout the handbook and directories of library and media services faculty and staff. (GL)

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Georgia College Libraries Handbook for International Students

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Dr. Janice C. Fennell
Director of Libraries

GEORGIA COLLEGE
1889 Centennial 1989

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1989

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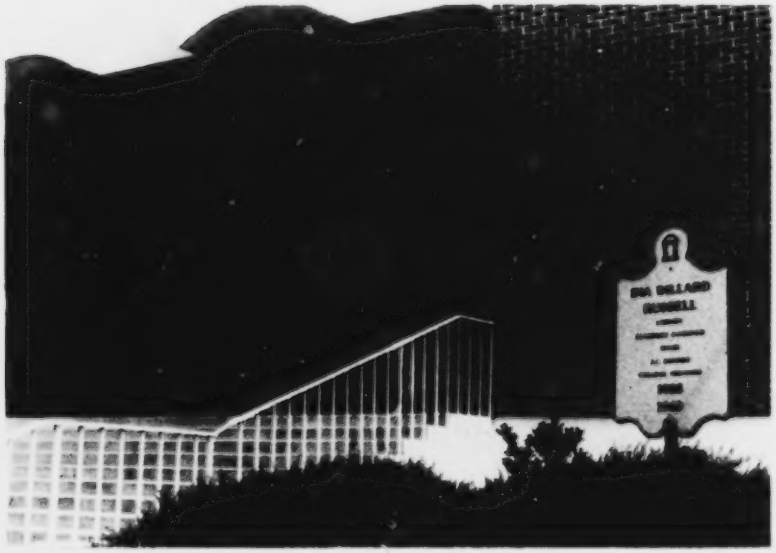


Ina Dillard Russell Library
Georgia College Media Services

The early photograph of the Clark Street facade of the Library is taken from the Ina Dillard Russell Library's Special Collections. An exhibit of early photographs of the Library and items of interest drawn from Special Collections and assembled by Special Collections Associate Nancy Davis Bray is on display in the Library to mark the centennial of Georgia College.

Tim Vacula of Georgia College Media Services made the recent photographs used in the Handbook.

DIRECTOR'S OFFICE
INA DILLARD RUSSELL LIBRARY

GEORGIA COLLEGE
1889 Centennial 1989
MILLEDGEVILLE, GEORGIA 31061

(912) 453-4047
(912) 453-5573

September 1989

Greetings!

On behalf of the library staff I would like to welcome you to the Russell Library. I hope that during your time here at Georgia College you will find the library a place where all of your information needs will be met. I also hope that you will find a friendly face, a helpful person, and adequate facilities in which to study and do your research.

Although we do not have every book or every article from a journal which you may need, the library staff will assist you in obtaining the resources you need for that special project, term paper, or research. We do own over 150,000 books, subscribe to 1100 magazines, and provide you with some of the latest electronic technology in libraries.

This handbook describes in detail some of our services and resources. If at any time you have a question or need assistance, please feel free to seek out a library staff member. We want to assist you. Thanks for being here.

Sincerely,

Janice C Fennell

(Dr.) Janice C. Fennell
Director of Libraries

jcf/ft

FOREWORD

Welcome to Georgia College! This handbook had been prepared in an effort to smooth your transition to life on the Georgia College campus. As international students you help to enrich the lives of those with whom you come into contact. Your differing backgrounds bring fresh perspectives to our campus and to our community.

As your backgrounds vary, so do your experiences with libraries. For some of you, the College library may seem overwhelmingly large, while others of you may find it small in comparison to the libraries to which you are accustomed. Most students encounter a variety of differences when they use a particular library for the first time. You may notice many differences in Russell Library and libraries you have used in the past.

The Library of Congress Classification System may be new to you. You may be familiar with the Dewey Decimal Classification System or with other methods of arranging books on library shelves. Perhaps you have not encountered open stacks before, as many libraries retrieve books from the shelves for their patrons. You may be very familiar with searching for citations to articles published in scholarly journals, or this type of research may be entirely new to you. Online searching and CD-ROM databases are available in many parts of the world, but perhaps you have not utilized these resources in the past.

Whatever your experience with libraries may be, do take some time to become familiar with the resources available in Russell Library. One of these resources is the assistance available from the library faculty and staff. We hope that you will introduce yourself and get to know us. Then, when you need help finding the answer to a question, or with a special project, paper, or research, we hope that you will readily ask for assistance.

This is the first edition of the library's **Handbook for International Students**. We hope that it addresses your need for information about the library resources and services available at Georgia College. Your suggestions for future editions of the **Handbook** would help us to better serve the international student body.

Again, welcome to campus and to the library. If you have questions about the library and its resources and services, the staff will be happy to answer them for you.

E. Lorene Flanders
Instruction/Information Librarian

TABLE OF CONTENTS

Academic and Public Library Service in Milledgeville, Georgia 5

Ina Dillard Russell Library -- General Information 6
- Library Hours 6
- Checking Out Materials 6
- Fines, Lost and Damaged Materials 6
- Photocopiers 7
- Meeting Rooms 7
- Paging 7
- Smoking 7
- Telephones 8
- Lost and Found 8
- Food and Drink 8
- Quiet Study Area 8

The Collections 8
- Books and Other Cataloged Materials 8
  - The Library Catalog (COMcat) 8
  - Reference Collection 8
  - Pamphlet File Materials and Annual Reports 10
  - HPER Microfiche Collection 10
- Periodical Collection 10
  - Periodical Indexes and Abstracts 11
  - CD-ROM Indexes 12
- United States Government Documents 13
- ERIC Documents 13
- College Catalogs 14
- Telephone Directories 14
- Special Collections 14
  - The Horology Collection 14
  - The Flannery O'Connor Collection 14

Information Services 15
- Circulation Desk 15
- Information Desk 15
- Interlibrary Loan 17
- Books in Print 17
- DIALOG: Online Computer Searching 18
- Using University System Libraries 18

Finding Information: More About Collection Access 19
- Using COMcat 19
- Library of Congress Classification System 22
- Library of Congress Subject Headings 23
- Using Periodical Indexes 24
  - Periodical Indexes 25
  - Newspaper Indexes 26
- The Periodicals List 27

Library Research 29
The Reference Collection -- A Starting Point 29
The Circulating Collection
-- Finding Books About Your Topic 29
Bibliographies 30
Indexes: Locating Articles About Your Topic 31

Logical Library Use 32

Georgia College Media Services 33
Curriculum Library 33
Equipment Distribution Center 33
Production Laboratories 33
Television Studio 34

Glossary 35

Ina Dillard Russell Library Faculty and Staff

Media Services Faculty and Staff

ACADEMIC AND PUBLIC LIBRARY SERVICE IN MILLEDGEVILLE, GEORGIA

The Clark Street facade of the Ina Dillard Russell Library. Now referred to as the West Wing, the original building was constructed in 1928.

The **Ina Dillard Russell Library**, constructed in 1928 and renovated in 1968, is named after the mother of the late Senator Richard B. Russell. The two-storied structure houses over 150,000 books, subscribes to over 1,100 periodicals and maintains an extensive microforms collection. The library also possesses several special collections, including the Flannery O'Connor Collection and the Georgia College Horology Collection. The library is a selective depository of United States Government Documents. The mission of the Georgia College Library is to support the College in the accomplishment of its stated purpose through efficient utilization of all the informational resources at its disposal. In keeping with this purpose and in striving to provide instructional materials in support of the academic program of the College, the library seeks to stimulate instruction and research, to encourage proper and discriminate use of materials, to offer students the opportunity to augment their classroom experience with an independent avenue for learning beyond the course offerings of the institution, and to encourage a lifelong habit of library use.

Russell Library's collection is chosen to meet the needs of the students and faculty of Georgia College. The **Mary Vinson Memorial Library**, located at 151 South Jefferson Street is a **public library** with more than 40,000 books and 250 periodical subscriptions chosen for the recreational reading and information needs of the citizens of Milledgeville and Baldwin County. Also available are a public meeting room, a public typewriter, copying machine, children's theatre, programs for children and adults, and a special collections room concerned with genealogy and Georgia history. The public library has access to Reader's Guide to Periodical Literature on CD-ROM and Wilsonline, and offers telefacsimilie (FAX) service to patrons at no charge. Georgia College students may obtain public library cards by presenting proper identification such as a student identification card. For further information, phone 452-2021.

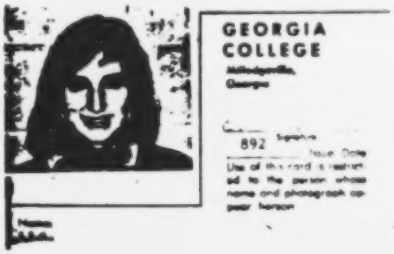
INA DILLARD RUSSELL LIBRARY--GENERAL INFORMATION

LIBRARY HOURS

Monday - Thursday	7:30 a.m. - 10:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	1:00 p.m. - 5:00 p.m.
Sunday	2:00 p.m. - 10:00 p.m.

Hours of operation for summer quarter, between quarters, and holidays differ from the hours for fall, winter, and spring quarters. Changes in the hours are posted in advance at the front entrance of the library.

CHECKING OUT MATERIALS



Once you have located the books or other items you need, bring them to the Circulation Desk on the first floor near the entrance. Your Georgia College student identification card (**which MUST be validated for the current academic quarter**) must be presented at the Circulation Desk when you check out materials.

There is no limit on the number of items a Georgia College student may check out, and you may keep the items you borrow for four weeks. Material may be renewed twice unless an item has been requested by another person. Renewals may be made in person or by telephone. Phone 453-4047, 453-5573, or 453-4310. Please have the items or their call numbers available when phoning in order to provide the necessary information for renewal.

FINES, LOST AND DAMAGED MATERIALS

Notices of overdue materials are sent to patrons as a courtesy. Patrons are responsible for any fines that accrue regardless of whether or not a notice was received. Transcripts can be held and registration postponed until all library obligations are met.

Four Week Circulation: Fines are charged beginning the 6th day after the item is due. The charge is $.25 per day per item up to a maximum of $10 per item.

Four Week Circulation: Fines are charged beginning the 6th day after the item is due. The charge is $.25 per day per item up to a maximum of $10 per item.

Overnight Reserves: Fines are charged beginning the 2nd hour after the library opens. The charge is $.25 per hour per item up to $3 per item.

Multiple Day Reserve: Fines are charged beginning the day after the items are due. The charge is $.25 per day per item up to $10 per item.

Lost Materials: You are expected to pay for any material that you lose. The charge is the current cost of the material.

Damaged Materials: You are responsible for damages done to materials you borrow. For materials damaged so as to be unusable, the replacement charge is the same as a lost book. For materials that can be repaired, the charge is based on the cost of the repair.

PHOTOCOPIERS

For the convenience of patrons, the library has photocopiers for both print and microform materials. The cost per copy is $.10. If you have difficulty in using any of the copiers, please ask for assistance at the Circulation Desk. Please be aware that the making of photocopies of copy-righted materials is governed by the copyright law of the United States (Title 17, U.S. Code). The person using the photocopiers is liable for any infringement of the law.

MEETING ROOMS

There are two rooms available in the library which students may reserve for meetings, presentations, or other group activities. For information regarding these rooms and for reservations,please see the library secretary.

PAGING

The library does not have a public address system, so please do not request that someone be paged.

SMOKING

Smoking is NOT permitted in any area of the library.

TELEPHONES

Public pay telephones are available on the first and second floors near the restrooms. The library is not responsible for the loss of money in the pay telephones. Telephones in library offices are for library staff only.

LOST AND FOUND

A lost and found shelf is located behind the Circulation Desk. Please ask at the Desk if you have lost or found any item in the library.

FOOD AND DRINK

Food and drink are NOT allowed in the library.

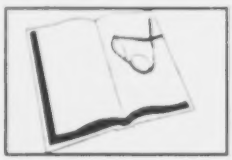
QUIET STUDY AREA

The glassed room on the second floor is set aside for quiet study.

THE COLLECTIONS

The library houses a number of different collections, each of which is accessed in a different way. Often the access points have guides to assist you in their use. An understanding of this essential structure is crucial to your successful use of any library collection.

BOOKS AND OTHER CATALOGED MATERIALS



Often the first thing people think of when they think of libraries is "BOOKS!" Library books are cataloged, receiving classification or call numbers. Books are recorded in a catalog in different ways - usually by author, title, and subject, and the catalog can be searched in each of these three ways.

Russell Library's cataloged collection also contains non-book materials such as videocassettes, filmstrips, audiocassettes, etc. Like the book collection, these are cataloged. These items are

intershelved with books, according to their call number. (Videocassettes are not shelved with the books, but you will find "dummy boxes" at the appropriate shelf spot. Ask for videocassettes at the Circulation Desk. Students must arrange to view videocassettes from the collection IN the library.) For in-house use only, the library also has a small collection of hardware (projectors, tape players, etc.) which is kept at the Circulation Desk.

Books and other materials that circulate are found in two main stack areas: the west wing of the first floor and the east wing of the second floor. Two other circulating collections are the new book displays and the paperback book collection. New books are located at the front entrance of the first floor and paperback books are adjacent to the microfilm alcove.

THE LIBRARY CATALOG (COMcat)

The library has a Computer Output Microform catalog, referred to by the acronym COMcat. The catalog is now on microfiche, and is divided into two sections. One section lists books by author and title, while the other section contains a subject listing. The Library of Congress Subject Headings volumes, kept near the COMcat on the first floor, provide verified subject headings and broader, narrower, and related terms for subject searches. Copies of COMcat are located on the first floor between the Index Tables and the reference area, and on the second floor in the south hallway and adjacent to the second floor offices.

REFERENCE COLLECTION

The reference collection, consisting of almanacs, handbooks, dictionaries, directories, encyclopedias, atlases, and bibliographies is located in the reference area on the first floor. These sources give definitions, brief introductions, and subject summary essays -- the basic, background information that might be needed before proceeding with specialized, in-depth materials. Many reference sources act as guides to information within and outside the library. Materials in the Reference Collection are not available for check-out.

> **NOTE:** Some materials found in the circulating collection are stamped "not to be taken from the library". These items must be used in the library.

PAMPHLET FILE MATERIALS AND ANNUAL REPORTS

Current pamphlets, booklets, clippings, and brochures are kept in the file cabinets adjacent to the Information Desk. These materials are arranged in three collections: Georgia biography, topics pertaining to Georgia, and general subjects.

Annual reports from over 500 American corporations are shelved in the Reference area. These reports are arranged alphabetically by company name. Retrospective reports for many companies are contained in Q-FILE, a microfiche collection of annual reports which is located in the area to the right of the front entrance.

The items in these collections are not cataloged, so there are no entries for these materials in COMcat.

HPER MICROFICHE COLLECTION

A microfiche collection pertaining to health, physical education, and recreation is housed on the second floor. The material in the HPER Microfiche collection IS listed in COMcat. The designation HPER MICROFICHE appears with the call number for each of the titles in this collection. The microfiche are arranged in the filing cabinet in alphabetical order by the author's last name.

PERIODICAL COLLECTION

The library subscribes to over 1,100 periodicals, including magazines, professional and scholarly journals, and newspapers. They are found in one of three formats: bound, unbound, and microfilm. The Periodicals List is a spiral bound book with blue covers. Copies of this list are displayed throughout the main reading room.

In the Periodicals List, titles are listed in alphabetical order. Each title entry indicates inclusive dates of library holdings, the format in which each title may be found, and any unique locations. Consult one of these lists to determine if the library subscribes to the periodical you need. The following abbreviations and symbols are used most often:

M - Microfilm	UB - Unbound
B - Bound	SI - Scattered issues (not a complete run)

Holdings examples are as follows:

1945-1956 indicates that only issues within these dates are available in the library

1969+ indicates that issues from 1969 to the present are available in the library

Microfilm of magazines and some newspapers is arranged alphabetically in the gray cabinets located in the first floor microfilm alcove. Microfilm of the Atlanta Constitution, the New York Times, the Atlanta Journal, the Christian Science Monitor, the Wall Street Journal, and the Washington Post is located along the walls of this alcove.

Bound and unbound copies of magazines from 1960 to the present (including most current issues) are arranged alphabetically by title on the shelves in the first floor east wing. Bound and unbound copies of magazines prior to 1960 and all back issues of newspapers (until they are received on microfilm) are stored in the basement and may be acquired by filling out a blue periodical request slip at the Circulation Desk.

Microfilm of several 18th, 19th, and early 20th century magazines and newspapers (the **American Periodicals Series**) and the **American Fiction Series** is also located along these walls.

Current issues of news, fashion, home, and other magazines of interest to browsers are located on a rack in front of the north window on the first floor. Current issues of newspapers are located on the racks in the microfilm alcove. If you have difficulty in locating the periodicals you need, ask for assistance at the Information or Circulation Desks. Please do not reshelve or refile periodicals after you are through using them. Place them on the designated tables.

PERIODICAL INDEXES AND ABSTRACTS

Periodicals contain vast amounts of information. **You cannot find this information by looking in COMcat.** Various types of indexes provide access to periodicals. General indexes, subject-specific indexes, and newspaper indexes are available. These are produced by various companies. Some indexes have a guide to their subject headings, often called a Thesaurus. Cumulative Index to Nursing and Allied Health Literature, Psychological Abstracts, and Sociological Abstracts all have some type of Thesaurus or list of descriptors (subject headings) used by that index. H.W. Wilson produces many indexes, such as Reader's Guide, Humanities Index,

Education Index, and Art Index. The subject headings in these correspond to the Library of Congress Subject Headings. "See also" references are used within the index to guide you to appropriate subject headings, or to related terms.

The library subscribes to periodical indexes and abstracts which provide subject access to most of the magazines and newspapers found in the library. Some periodical indexes and abstracts are found in the reference collection. The most heavily used indexes are located on the index tables near the library catalog on the first floor. Indexes to several of the newspapers to which the library subscribes are found on the newspaper index tables.

CD-ROM INDEXES

Some periodical indexes are available in CD-ROM format, accessed by personal computer. The library has purchased indexes in this format in the areas of general news-oriented research, business, education, and nursing, and plans to add other products as they become available and funds permit. The databases are available for individual searches on a first-come, first-serve basis. If possible, try to plan your search strategy before beginning to work on the computer. Guides for planning a search are available, and instructions for use are posted. Help screens and tutorials are also available on several of the systems to orient you to searching, viewing, printing, and downloading. Generally, if your search takes longer than thirty minutes of if you retrieve in excess of fifty citations, you need to narrow your search strategy. For further assistance, ask at the Information Desk.

The four CD-ROM indexes available in Russell Library provide rapid access to citations for articles in general news-oriented magazines, as well as to articles in business, nursing, and education journals.

InfoTrac's Magazine Index Plus is an index to general periodicals. **ABI/Inform Ondisc** indexes articles published in over 800 business journals and reports for the past five years. **ERIC** on CD-ROM corresponds to the information contained in the print indexes

Current Index to Journals in Education (CIJE) and Resources in Education (RIE). **Current Index to Nursing and Allied Health Literature** corresponds to the information found in the print index of the same name from 1983 to the present. Ask a Reference Librarian for suggestions concerning the indexes best suited to your topic.

After locating a citation to a newspaper or journal article, check the Periodicals List to determine if Russell Library owns a copy of the material.

UNITED STATES GOVERNMENT DOCUMENTS

The U.S. government is the world's largest publisher. As a selective depository, Russell Library selects approximately 10-11% of the documents produced. These include various types of books, reports, pamphlets, etc. The major access point is the Monthly Catalog of U.S. Government Publications. This comes in book form and is kept on a row of carrels along the rail overlooking the front door, on the second floor. The Government Documents collection also has several other access points. Documents are classified and arranged on the shelves by the Superintendent of Documents Classification System (SuDocs). Each division of SuDocs numbers corresponds to a government department. Guides to this classification system are posted on the shelves in the Government Documents area.

With a few exceptions, most notably some census and statistical items, **these materials cannot be found by using COMcat.**

The Government Documents Associate, whose office is located on the second floor adjacent to this collection, can assist you with these materials, or you may inquire at the Information Desk on the first floor.

ERIC DOCUMENTS

The Educational Resources Information Center gathers reports, addresses and other types of materials in the field of Education. Russell Library has the entire ERIC Document collection on microfiche. A CD-ROM index, located on the first floor, provides access to these documents as well as to journals in the field of Education. **This material cannot be located through the COMCAT.** The microfiche are filed by ERIC Document (ED) numbers. This collection is housed in the east wing of the second floor.

COLLEGE CATALOGS

A collection of U.S. college and university catalogs is located to the right of the library entrance. Some of the catalogs are available in hard copy while others are in microfiche format. An attempt is made to include catalogs from large colleges and universities in the country. These catalogs may be checked out. Current catalogs of institutions of higher education in Georgia are kept at the Circulation Desk and may be used in the library.

TELEPHONE DIRECTORIES

Telephone directories from selected towns and cities in Georgia and larger metropolitan areas in the United States are shelved separately in the reference area. These directories are updated periodically.

SPECIAL COLLECTIONS

The **James C. Bonner Room** contains materials on local and Georgia history, rare first editions, manuscripts, research maps, and the archives of the college. The collection also includes publications such as the college annuals, issues of the student newspaper and the college literary magazine, the college catalogs, student handbooks, and other materials reflecting the history of the school. Within this larger collection are two separately housed collections, the Georgia College Horology Collection and the Flannery O'Connor Collection. Access to Special Collections is restricted. For policies governing the use of these materials, please see the Special Collections Associate or inquire at the Circulation Desk.

THE HOROLOGY COLLECTION

This collection of antique clocks and watches with appropriate horological literature was given to the college by Col. J. Edgar Morris, a member of the physics faculty until his retirement in 1971. The collection contains examples of American, British, and French timepieces, the oldest being a French watch dated 1780.

THE FLANNERY O'CONNOR COLLECTION

The Flannery O'Connor Collection contains the original manuscripts, publications, and associated items of the distinguished writer and Georgia College graduate and is housed in a memorial room constructed by Georgia College alumni. This unique collection of research materials is available to individuals engaged in graduate work or advanced studies.

INFORMATION SERVICES

CIRCULATION DESK

The Circulation Desk is where you check out and return books, request items on reserve, ask for assistance with the copiers, and pay for microform copies. (A change machine which changes dollar bills is located near the regular copiers. If you need to break a large bill, ask at the Circulation Desk.)

Reserve materials are kept at this desk. These are books and other items set aside by professors for students taking a particular class. Check the Reserve Material notebook (kept on the extreme left side of the desk) when you need something that is on reserve. Most of these materials may be used only in the library unless the professor stipulates otherwise.

Request bound and unbound periodicals published prior to 1960 at the Circulation Desk using a Periodicals Request Slip which can be obtained at the Desk. These periodicals will be retrieved for you by a staff member.

A book drop for after hours return of materials is located on the left side of the front of the library near the exit doors. Please use the book drop ONLY when the library is closed.

INFORMATION DESK

The Information Desk is the place to request assistance in locating a particular book, an answer to a question, etc. Ask here for help in getting started on a search for information. If you have difficulty at any point in the search, return to the desk for further consultation.

If you need assistance in locating materials or help with research in the library ask at the Information Desk on the first floor.

This desk is usually staffed by an Information Librarian, a person who is trained to guide you through the steps of a search, suggest search strategies, and even help you brainstorm for approaches to an information-seeking search. Though this person usually looks busy, the fact that she/he is on duty at this desk means that you are EXPECTED to ask this person questions. DO NOT HESITATE TO ASK THE PERSON ON DUTY AT THE INFORMATION DESK FOR HELP WHEN YOU NEED IT. We believe there are no "dumb questions," so don't feel that you are revealing your ignorance by asking for help. Keep in mind that things do change, items get moved, etc. The person at this desk can help you!

Tips on asking questions at the Information Desk:

1. Do not hesitate to ask questions at any time during your library research.

2. Be specific when asking questions. Many library patrons ask very general questions when they really have a specific question in mind. For example, don't ask for books on American history when you really want a book on the events leading up to the American Revolution.

3. If you are referred to a source and it does not provide the answer, go back to the librarian for additional help.

INTERLIBRARY LOAN

Books or copies of periodical articles which are not available in the library can be acquired through interlibrary loan. Forms for requesting items on interlibrary loan are available at the Interlibrary Loan Office(adjacent to the Circulation Desk) or at the Information Desk. All information requested on the front side of the form must be completed before the request can be processed. Before making a request, thoroughly check the holdings of Russell Library. You may discover a reprint of an article or other material that will fulfill your needs.

Obtaining material on Interlibrary Loan usually takes 1 to 2 weeks, but can take longer. The lending library will determine the length of the loan period as well as the charges involved. We can provide only an estimate in both cases. You will be called once, so check your campus box each day for a card indicating that your ILL material has arrived. Use the material promptly and return it as soon as possible.

Most lending libraries charge for postage and photocopies and a few impose a service fee. Faculty and graduate students are asked to pay any charges in excess of $2.00 per item. Undergraduates are responsible for the entire charge.

Interlibrary loans are made in accordance with the Interlibrary Loan Code of the American Library Association. The code states that any restriction on use imposed by the lending library, such as "in library use only", must be respected by the borrowing library. Russell Library also abides by the copyright law as revised (Title 17, U.S. Code). The library reserves the right to refuse to initiate an interlibrary loan request it feels is in violation of the copyright law.

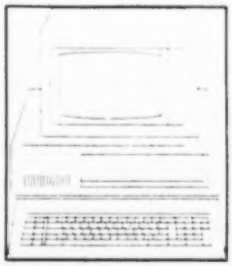
A handout with further information about Interlibrary Loan service is available at the Information Desk.

BOOKS IN PRINT

Books in Print, a multi-volume author, title, and subject bibliography of most of the books currently in print in the United States, is located on the index tables in the first floor west wing. Books in Print is useful in verifying titles, publishers, prices, and other bibliographic information. Ask an Information Librarian for assistance.

DIALOG: ONLINE COMPUTER SEARCHING

The library subscribes to Lockheed's DIALOG Information Retrieval Service in Palo Alto, California, an online literature searching service which allows access to more than 175 million citations in over 320 databases in 26 subject categories. Among the databases available are **PsychINFO** (Psychological Abstracts), **America: History and Life**, **Biosis Previews** (Biological Abstracts), **CA Search** (Chemical Abstracts), **Management Contents**, and **MLA Bibliography** (Modern Language Association).



A computer search is appropriate when the topic you are researching is very complex or the information sought must be very recent. Many of the databases are the same as periodical indexes available in the library, and these often suffice for many topics. CD-ROM versions of several databases are available, and these allow you to do your own search.

To request a DIALOG search, complete a "Computer Search Service Request" form, obtained from the Information Desk. An appointment with an Information Librarian to discuss the topic and possible search strategies is recommended before a search is initiated. In many cases the library does not charge for DIALOG searches. Consult the person on duty at the Information Desk for further details.

USING UNIVERSITY SYSTEM LIBRARIES

Georgia College students may use other University System libraries. In order to check out materials from these libraries, a special Joint Borrowers Card must be obtained from the Russell Library Secretary. The Joint Borrowers Card AND your currently validated Georgia College identification card MUST be presented for check out privileges at these libraries. For further information, contact the Director's Office.

Abraham Baldwin Agricultural College
Albany Junior College
Albany State College
Armstrong State College
Atlanta Junior College
Augusta College
Bainbridge Junior College
Brunswick Junior College
Clayton State College
Columbus College
Dalton Junior College
DeKalb Community College
Emanuel County Junior College
Floyd Junior College
Fort Valley State College
Gainesville Junior College
Georgia College
Georgia Institute of Technology
Georgia Southern College
Georgia Southwestern College
Georgia State University
Gordon Junior College
Kennesaw College
Macon Junior College
Medical College of Georgia
Middle Georgia College
South Georgia College
Savannah State College
South Georgia College
Southern College of Technology
University of Georgia
Valdosta State College
Waycross Junior College
West Georgia College

The Joint Borrowers Card may be used at libraries at these institutions.

FINDING INFORMATION: MORE ABOUT COLLECTION ACCESS

USING COMCAT

COMcat (short for Computer Output Microfiche Catalog) recently replaced the card catalog in Russell Library, and it should be the first place you look when attempting to locate a particular book in the library. Although the old card catalog is located in west wing of the first floor, only some items in Special Collections and a few other areas have not been converted and listed in COMcat.

Russell Library has a divided catalog. There is an Author/Title catalog and a separate Subject catalog. The catalog is on microfiche cards in notebooks adjacent to the microfiche readers. The first set of cards contains listings of items by author and title. The top of the microfiche card indicates which of the two sections you are using. The right side of the card indicates where the entries on the card begin and end. (See the abbreviations FM and TO.) Each card may be regarded as similar to a drawer in a card catalog.

To operate the microfiche readers, pull the tray towards you until the glass opens. Insert the appropriate card between the glass plates right side up with the top of the card towards you. Push the tray in so the top of the card can be seen. The guide words at the top of each column indicate where the entries in each row begin.

COMcat's alphabetizing of entries may differ from that to which you are accustomed. The computer does not recognize punctuation when "filing" subject headings, but puts items in word-by-word order. Numbers are filed at the beginning of the alphabet, NOT as if spelled out.

Example of COMcat alphabetization:

Cookery
Cookery - 1945
Cookery (Appetizers)
Cookery for Allergies
Cookery - Iran
Cookery - Pictorial Works

As mentioned above, COMcat is divided into two sections - an Author/Title section and a Subject section. Shown are examples of title (figure 1), author (figure 2), and subject (figure 3) entries for the same book. The entry from COMcat gives a great deal of information about the book.

TITLE ENTRY (Figure 1)

IN SEARCH of our mothers' gardens: by Alice Walker
WALKER, ALICE, 1944-
Walker, Alice, 1944-
In search of our mothers' gardens: womanist prose / by Alice Walker. -- 1st ed. -- San Diego: Harcourt Brace Jovanovich, c1983.
xviii, 397 p. ; 22 cm.
Includes bibliographical references.
1. Walker, Alice, 1944- --Addresses, essays, lectures. 2. Authors, American -- 20th century--Biography--Addresses, essays, lectures. 3. Feminism--Addresses, essays, lectures. 4. Afro-American women--Addresses, essays, lectures. I. Title.
II. Title.
CALL NUMBER: PS3573 .A425 Z467 1983

The title appears at the top of the entry. Following the author statement, further information is given in this order:

- full title of book
- author and/or editor
- edition
- place of publication
- name of publisher
- date of publication, known as the imprint (if 2 imprints are given, always use the most recent one)

. descriptive data, including such information as:
  - number of preface pages in lower case Roman numerals
  - number of pages in the body of the book
  - illustration statement (if applicable)
  - size of book in centimeters
  - bibliography and index statement (if applicable)

. subject headings under which the book is indexed in COMcat

. call number of book

AUTHOR ENTRY (Figure 2)

WALKER, ALICE, 1944-
Walker, Alice, 1944-
In search of our mothers' gardens: womanist prose / by Alice Walker. - 1st ed. -- San Diego: Harcourt Brace Jovanovich, c1983.
xviii, 397 p. ; 22 cm.
Includes bibliographical references.
1. Walker, Alice, 1944- --Addresses, essays, lectures. 2. Authors, American -- 20th century--Biography--Addresses, essays, lectures. 3. Feminism--Addresses, essays, lectures. 4. Afro-American women--Addresses, essays, lectures. I. Title.
II. Title.
CALL NUMBER: PS3573 .A425 Z467 1983

The author's name appears at the top of the entry. This is the author heading.

SUBJECT ENTRY (FIGURE 3)

FEMINISM--Addresses, essays, lectures.
Walker, Alice, 1944-
In search of our mothers' gardens: womanist prose / by Alice Walker. - 1st ed. -- San Diego: Harcourt Brace Jovanovich, c1983.
xviii, 397 p. ; 22 cm.
Includes bibliographical references.
1. Walker, Alice, 1944- --Addresses, essays, lectures. 2. Authors, American -- 20th century--Biography--Addresses, essays, lectures. 3. Feminism--Addresses, essays, lectures. 4. Afro-American women--Addresses, essays, lectures. I. Title.
II. Title.
CALL NUMBER: PS3573 .A425 Z467 1983

This entry is one of four subject entries for this book. You will also find this title in the subject section of COMcat under the three other headings shown above.

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

CALL NUMBERS

Russell Library uses the Library of Congress Classification System (also known as LC numbers).

LC numbers have several basic parts:

1. subject class letter(s): PN
2. subject class number(s): 837.8
3. author number (note decimal): .E64

Note that in our earlier COMcat example, the call number for Alice Walker's book In Search of Our Mothers' Gardens, **PS 3573 .A425 Z467 1983**, had further divisions as part of area three (the author number), and it also included the year of publication.

SHELF ARRANGEMENT

LC numbers are arranged alphabetically by the subject class letters on the shelf, i.e. A's, B's, C's through Z's.

All numbers to the right of any decimal are read decimally.

LC numbers with the same subject class letters must be ordered by subject class numbers. For example:

LB	LB	LB
350	352.15	352.2

If subject letters and numbers are both the same then LC numbers must be ordered by author letter/number. For example:

LB	LB	LB	LB
370	370	370	370
.F93	.J48	.J55	.T18

The logic of the arrangement can best be understood if you look carefully at a shelf of correctly-arranged books in the library.

LIBRARY OF CONGRESS SUBJECT HEADINGS

The Library of Congress Subject Headings books are a three volume set located near COMcat on the first floor. The set contains an alphabetical list of authorized subject headings used in the subject section of COMcat.

Subject headings shown in bold print are authorized terms which you may find in the COMcat. USE references are made from are made from an unauthorized term to authorized or preferred terms. You can save both time and frustration by finding appropriate subject headings in these volumes prior to beginning your search in the subject section of COMcat. The books also list broader, narrower, and related terms which you may find useful.

ABBREVIATIONS USED IN LIBRARY OF CONGRESS SUBJECT HEADINGS

UF	USED FOR
BT	BROADER TERM
NT	NARROWER TERM
RT	RELATED TERM
SA	SEE ALSO

In the example below, the term "Jewelry mountings" is NOT an authorized heading. You are directed to USE "Jewelry settings." [NOTE: Under the term "Jewelry settings" you can see that this term is UF--USED FOR "Jewelry mountings.] BROADER TERMS (BT) are also listed. Terms in bold are authorized subject headings.

Jewelry engraving (authorized subject heading)
BT Engraving (broader heading)

Jewelry making
[TS740-761]
BT Handicraft
RT Goldwork (related headings)
Silverwork
NT Enamel and enameling (narrower headings)
Engraving (Metal-work)
Jewelry-Repairing

Jewelry mountings (not an authorized heading)
USE Jewelry settings (use this heading instead)

Jewelry settings
UF Jewelry mountings (the term above is used for this)
Mountings, jewelry
Settings, jewelry
BT Mounts (Decorative arts)
Precious stones

USING PERIODICAL INDEXES

READER'S GUIDE TO PERIODICAL LITERATURE

The Reader's Guide is a general interest magazine index which gives locational information (citations) for articles on certain subjects. It is arranged alphabetically. Volumes are located on Index Table B on the first floor of the library. Shown below is an excerpt from Reader's Guide with major parts of an entry labeled. Also included is a narrative description of the citation.

> NOTE: Do yourself a favor and spend some time reviewing the organization of Reader's Guide. Once you've mastered it, using other indexes will be much easier!!

TURNER, TED, 1938-

about

Ted Turner [cover story; interview] G. Dawson. il por American Film 14: 36-9+ Ja/F '89

A Sample Citation Explained (Taken from the example above):

SUBJECT HEADING:	TURNER, TED, 1938--
SUBHEADING:	ABOUT (TED TURNER)
TITLE OF ARTICLE:	TED TURNER [The article is a cover story and includes an interview.]
AUTHOR OF ARTICLE:	G. DAWSON
ABBREVIATIONS:	ILLUSTRATED; PORTRAIT
PERIODICAL:	AMERICAN FILM
VOLUME NUMBER:	14
PAGE(S):	36-39, plus additional pages
ISSUE:	JANUARY/FEBRUARY, 1989

Narrative Explanation of the Example:

This is an article about Ted Turner (who was born in 1938). The article is entitled "Ted Turner" and contains an interview with Turner. The article is the cover story, indicating that it is probably one of the longer and more important articles in the issue. G. Dawson wrote the article which appeared in a periodical entitled American Film, volume 14, on pages 36-39, plus additional pages. The article was published in the January/February, 1989 issue. Use the list of periodical abbreviations located in the front of each issue to determine the full title of the periodical.

PERIODICAL INDEXES*

The library receives indexes which cover many subject fields. The most frequently used indexes are shelved on the index tables, while others may be found in the Reference Collection. Four CD-ROM indexes are currently available. In addition to an InfoTrac index which covers general periodicals, there are CD-ROM indexes in the fields of Business, Education, and Nursing. The major periodical indexes available in Russell Library are listed below. The + indicates that the library currently receives the index. Consult a Reference Librarian for suggestions about which index(es) best suit your field of research.

*Some of the items in the list such as Essay and General Literature Index and Play Index index the contents of books rather than the contents of periodicals. Others, such as Philosopher's Index and Historical Abstracts, list articles as well as books published during the year covered by the indexing source. Bibliographies are another source of periodical and book indexing.

ABC Political Science	1969+
ABI/Inform Ondisc (CD-ROM)	1984+
Abstracts of English Studies	1958-1962
Access: The Supplementary Index to Periodicals	1975-1982
Accountants' Index	1976+
Alcoholism Digest Annual	1972-1977
America: History and Life	1954-1980
Art Index	1929+
Bibliographic Index	1937+
Biography Index	1946+
Book Review Digest	1905+
Book Review Index	1965+
Business Education Index	1940-1955, 1958-1960, 1962+
Business Periodicals Index	1958+
Child Development Abstracts and Bibliography	1969+
CIJE (Current Index to Journals in Education) (Also available as ERIC on CD-ROM.)	1969+
Computer Literature Index	1970+
Criminology Index	1945-1972
Cumulative Index to Nursing and Allied Health Literature (Also available on CD-ROM, 1983+.)	1956+
Current Book Review Citations	1977-1982
Education Index	1929+
Environment Index	1973-1987
Essay and General Literature Index	1900+
Exceptional Child Education Resources	1976+
General Science Index	1978+
Historical Abstracts	1955+
Humanities Index	1974+
InfoTrac (CD-ROM)	last four years
International Index to Periodicals	1907-1965
International Nursing Index	1988+
(Abridged) Index Medicus	1970+
Library Literature	1921+
MLA International Bibliography	1970+
Music Index	1967+
Personnel Literature Index	1978+
Philosopher's Index	1967+
Play Index	1949-1982
Poole's Index to Periodical Literature	1802-1906

Popular Periodical Index	1973+
Population Index	1968+
Psychological Abstracts	1929+
P.A.I.S. (Public Affairs Information Service)	1965-1980
Readers' Guide to Periodical Literature	1900+
RILM Abstracts of Music Literature	1967-1983
Short Story Index	1910+
Speech Index	1935-1961, 1966-1980
Social Science and Humanities Index	1965-1974
Social Sciences Index	1974+
Social Work Research and Abstracts	1972+
Sociological Abstracts	1953+
Tests in Print	
Women's Studies Abstracts	1973+

As you can see from the titles in the preceding list, there are indexes available to cover many different subject fields. Some indexes such as the Reader's Guide and the InfoTrac CD-ROM system cover a variety of different subject fields. These sources index general, popular periodicals and news magazines. The articles in these magazines are usually aimed at the general population, are short, and are sometimes not signed by the author.

Subject or specialized indexes cover articles found in professional or scholarly journals. These articles are usually longer, are signed by the author, treat the subject in considerable depth, and have a bibliography. For assistance in choosing the best index(es) for your topic, consult a librarian. After using an index, consult the Periodicals List to determine if the periodicals you need are available in the library. Information about this list follows.

NEWSPAPER INDEXES

The following newspaper indexes are located on Index Table C.

Atlanta Constitution	1971-1979
Atlanta Journal/Constitution	1980+
Christian Science Monitor	1969+
National Observer	1969-1976
New York Times	1851+
Palmer's Index to The Times (London) Newspaper	1790-1905
The Times (London) Index	1906+
The Wall Street Journal Index	1960+
(Incorporates Barron's Index 1981+.)	
(Includes Dow Jones Averages 1984+.)	
Southern Recorder Index (Milledgeville, Georgia)	1820-1874
Official Washington Post Index	1979+

THE PERIODICALS LIST

Russell Library subscribes to over 1,100 periodicals (magazines and newspapers). They are found in one of three formats: bound, unbound, and microfilm. All periodicals to which the library subscribes are listed in the Periodicals List. Copies of the list are located on the Index Tables, the Magazine Tables (under signs reading "Return Magazines Here"), the Circulation Desk, and at various other locations on the first floor. These spiral bound books with blue covers give information on the periodicals available in Russell Library, how many years of holdings of a title are available here, and in what format it exists.

The following abbreviations and symbols are used most often in the Periodicals List:

B = Bound
UB = Unbound
M = Microfilm

Bound periodicals (B) are those which have been bound together in book form as an annual, semi-annual, or other time-frame cumulation.

Unbound periodicals (UB) are those which exist as separate issues.

Bound and unbound periodicals are shelved in the periodicals area, alphabetized by title. Bound issues prior to 1960, and magazines and newspapers designated as being housed in the basement or boiler room (BR) must be requested at the Circulation Desk via a **Periodicals Request Slip.** A staff member will retrieve the items you need from these two areas. Please return them to the Circulation Desk.

Microfilm periodicals are those which have been photographically reproduced on 35mm film. They are arranged alphabetically by title in the large gray metal cabinets on the first floor of the library in the microfilm alcove area. Note that the label indicates only the first and last titles located in each drawer. Titles falling alphabetically between the two listed titles are also housed within that drawer.

> A microfilm reel usually contains a complete volume or an annual cumulation of issues. The library receives hard copy (regular paper copies) of periodicals when they are first published. The microfilm reels usually arrive a year or more later. **If you need a recent issue of a periodical and the Periodicals List indicates that it is on microfilm, you will actually find the issue shelved with the bound and unbound periodicals.**

Microfilm readers are located in the microfilm alcove area. Instructions for use are posted on each machine, but the staff will be happy to assist you if necessary. If you wish to make a copy after reading an article on the machines in this area, microform copiers are located near the Circulation Desk. Please note that these should be used only when making copies and not for the initial reading of the article.

Further information on using the Periodicals List is located in the inside cover, including a complete explanation of the various symbols used.

Example:

TEXAS QUARTERLY	UB SPR.1974-WINT.1978
THEATRE JOURNAL (CONTINUES: EDUCATIONAL THEATER JOURNAL)	UB MARCH 1979+
THEORY INTO PRACTICE	B 1965+
TIME	B 1928-1971 M 1972+

Explanation:

The library has unbound issues of Texas Quarterly from Spring, 1974 through Winter, 1978.

The library has unbound issues of Theatre Journal (formerly entitled Educational Theater Journal) from March, 1979 to the present. The + indicates that the library currently subscribes to this periodical.

The library has a current subscription to Theory Into Practice, and binds the issues. (The most recent issues will be unbound, and shelved with the bound volumes.)

The library has bound issues of Time from 1928 through 1971. (Note that bound and unbound issues prior to 1960 are housed in the basement. These must be requested at the Circulation Desk.) In 1972, the library began receiving Time on microfilm. Hard copies of Time are received each week. These are retained and shelved on the Periodicals shelves until the appropriate microfilm reel arrives, usually a year or more after the issue is published.

PLEASE REMEMBER ... IF YOU HAVE ANY DIFFICULTY LOCATING A PERIODICAL, ASK A LIBRARIAN AT THE INFORMATION DESK OR A STAFF MEMBER AT THE CIRCULATION DESK FOR ASSISTANCE.

LIBRARY RESEARCH

Before beginning a search for information in the library, spend a few moments contemplating the type of information that will best serve your needs.

If you are beginning a search for information on a topic that is relatively new to you, you may wish to find a brief overview of the subject prior to looking for in-depth resources. A general encyclopedia can provide such an overview. In addition to general encyclopedias such as Encyclopedia Americana and Encyclopedia Britannica, many subject-specific encyclopedias are also available in the Reference collection. While an encyclopedia may or may not be an appropriate resource for your final project, it can provide a brief overview orienting you to your subject. From there you can move on to more specific materials.

THE REFERENCE COLLECTION--A STARTING POINT

The Reference collection contains many materials which may be of use to you as you begin your research. In addition to general and subject-specific encyclopedias, other guides to a subject are often available. Bibliographies listing resources about a particular author, era in literature, genre, and so forth may be available. (Bibliographies may also be available in the circulating collection. Check the subject section of COMcat under your subject, with a subdivision "bibliography.")

THE CIRCULATING COLLECTION--FINDING BOOKS ABOUT YOUR TOPIC

Your project may require that you examine books on your topic. Use COMcat, first consulting the Library of Congress Subject Headings books for appropriate subject headings to use in the catalog. Should your search result in little or no information, check the books for BROADER, NARROWER, and RELATED subject headings.

When using the Subject Headings books, keep in mind that they list only topical headings. Names of people are omitted from the books, even though there may be many books about the person. When looking for information about an a person such as an author and his/her writing, you should look for that person's name in the subject section of COMcat, though they will probably NOT be listed in the Subject Headings books. To get and idea of how the subject section of COMcat is set up under an author's name, look in the Subject Headings books under SHAKESPEARE, WILLIAM. Under this example, you will see how books about an author and his/her writings are divided in the subject catalog.

EXAMPLE

Shakespeare, William, 1564-1616-Bibliography
Shakespeare, William, 1564-1615-Biography
Shakespeare, William, 1564-1616-Criticism and Interpretation
Shakespeare, William, 1564-1615-Criticism and Interpretation--20th Century

Under the first heading you will find bibliographies of materials concerning Shakespeare and his work. Should you find a bibliography for your author, it will help you locate materials quickly. Remember to check the publication date of the bibliography. You may wish to update the list of materials if the bibliography is old.

Under the second heading you will find works about Shakespeare's life.

Under the third heading you will find listed works of criticism and interpretation of Shakespeare's writing. Under the fourth heading there is a further subdivision. The material listed under this heading is criticism and interpretation of Shakespeare's work which was written in the twentieth century.

BIBLIOGRAPHIES

As mentioned earlier, finding a bibliography can speed your search for materials. Some bibliographies list books, essays appearing in books, and articles. If these resources are grouped in a single list, look carefully at the punctuation to determine which is which. The titles of books will be underlined. Check the author/title section of COMcat for these materials. The titles of periodicals will be underlined with the title of the article enclosed in quotation marks. Check the Periodicals List under the underlined title of the periodical to determine if Russell Library subscribes to the publication.

Occasionally, it can be difficult to use bibliographies because they are often set up with a numbering system. Sometimes you must use an index to find the subject. The index may provide only a number, and you must, in turn, locate the number in the body of the bibliography. Sometimes the number refers to an entry number, sometimes to a page number. This can be very confusing! Remember to ask for help at the Information Desk should you encounter any difficulties.

Bibliographic Index, located on Index Table A is a subject list of bibliographies published separately or appearing as part of books, pamphlets, and periodicals.

INDEXES: LOCATING ARTICLES ABOUT YOUR TOPIC

Journal articles are an important source of current information about many topics. To locate the information published in the over 1,100 periodicals that Russell Library subscribes to, there a variety of indexes available. Earlier in this handbook you will find a list of many of these indexes. There are general indexes listing articles in news magazines and other types of publications to which members of the general public might subscribe. There are also many subject or specialized indexes covering articles in scholarly journals. Ask a librarian for suggestions concerning the best indexes to use for your research.

Suggestions for finding periodical articles:

1. Consult a librarian for suggestions on choosing the index or indexes best suited to your topic.

2. Look up your topic in the index. If you encounter problems, ask the librarian for assistance in choosing subject headings to use when using the index.

Note that most indexes cover only articles published in a single year. Don't be discouraged if you find little or no information about your topic in the first volume you consult. Perhaps your subject was not a "hot topic" during that year. Check through a few more volumes, then consult the librarian if your search continues to be futile.

3. Copy the citations to appropriate articles. Be sure to include the author and title of the articles, the title of the periodical in which each article was published, the volume number, the issue number (if applicable), the date of the issue, and the pages on which the article appears. If you are using a CD-ROM index, you can print out the citations you need. Each system is slightly different. Check the screen for directions. Ask for help if necessary.

Some of the specialized indexes also list books published on a topic during the year. Check COMcat to determine if the book is available in the library.

4. Consult the Periodicals List to determine if the periodicals you need are available in Russell Library. If an important source is not available and time permits, consider requesting the material on interlibrary loan.

The Periodicals List will indicate if the periodical is available in hard copy (paper) or on microfilm. If you have difficulty, ask for help.

LOGICAL LIBRARY USE

While every search is different, some general guidelines for doing library research in a logical manner are:

1. Choose a topic in consultation with your professor.

2. The library is a source of information. Ask a librarian to help you find preliminary information.

3. The librarian may suggest reference materials, and you can check COMcat for further suggestions, using the Library of Congress Subject Heading books to ensure that you are using appropriate terms. Try broader, narrower, and related terms as needed, checking with the librarian as necessary.

4. Read preliminary information for an overview of the topic.

5. Narrow your topic in consultation with your professor. You may wish to check into the availability of materials on your topic before making a final decision.

6. According to the scope of your topic, determine the types of information required for your research. Do you need numerous viewpoints, recent information, historical background...? The librarian can suggest appropriate search strategies. What types of information did your professor suggest--articles, the latest research, government documents...?

7. Use COMcat, periodical indexes, and other appropriate access points.

8. Find and read the information you collected. Use a consistent note-taking strategy as you work! Index cards are a handy way to organize your notes. Make a bibliography card for each source. Use the format required by your professor, and be sure to get ALL the information required for your bibliography such as author, title, year of publication and other necessary parts of a citation.

9. As you read, take note of references to definitive sources and the names of those who have done significant research on the topic. Check the bibliographies of your sources for full bibliographic information about these sources. Check COMcat, the Periodicals List, or other access points to determine if the items are available in Russell Library. If important materials are not available, consider using Interlibrary Loan.

10. Organize and write your paper according to the guidelines provided by your professor.

GEORGIA COLLEGE MEDIA SERVICES

Media Services, with headquarters in the Kilpatrick Education Center, is a division of the Georgia College Libraries and includes the following components and services:

CURRICULUM LIBRARY

Children's and young adult's media, including print and non-print materials, 16mm films, elementary and secondary textbooks, workbooks, and manuals are housed in this area. Faculty may place material on "Reserve" at the Circulation Desk. Students must present a valid identification card to check out materials. Circulation policies, fines for late materials, and charges for lost or damaged items are compatible with those of the Russell Library. Items available in the Media Center's circulating collection are listed in COMcat with the words ENGLISH CENTER with the call number.

EQUIPMENT DISTRIBUTION CENTER

Audiovisual equipment to support classroom instruction or other official Georgia College activities is available for check out at the Circulation Desk of Media Services. An equipment check out form must be completed and signed before items may be taken from the Center. When a request is made at least one (1) day in advance, equipment can be delivered and set up in campus facilities. Equipment is reserved at the time a request is made. To insure availability, requests should be made as far in advance as possible.

Media Services staff will instruct the intended operator in the proper use of equipment. Except where emergency or unusual conditions dictate, Media Services cannot provide operators.

PRODUCTION LABORATORIES

Media Services staff will instruct students in the use of equipment and facilities to produce original media: graphics, dry mounting, laminating, overhead transparencies, photographs, audiotapes, and videotapes. As the facilities serve as academic classrooms and laboratories, certain projects will require scheduling the facility.

Students must provide their own production supplies. These are usually available through the Georgia College Bookstore.

TELEVISION STUDIO

The Television Studio is located on the fourth floor of Atkinson Hall in room 412. This facility is used to produce broadcast quality instructional support programs, college promotional programs, and public service programming. It also serves as a teaching laboratory for television, journalism, and communications classes.

The studio is the head end of a campus video distribution system to all academic buildings. It is also equipped with a disk antenna to receive c-band satellite transmissions.

GLOSSARY

ABSTRACT a summary of the information contained in a book or article; many sources such as ERIC and Psychological Abstracts contain brief summaries of the articles and books indexed

ACCESS POINT an element used as a means of entry to a file; examples include subject headings, author's names, and titles, which are entry points in COMcat

ANNOTATED BIBLIOGRAPHY a bibliography which describes each item listed, sometimes providing an evaluation of the materials included

BIBLIOGRAPHIC INFORMATION details about a publication which enable it to be identified or found; such details usually include the author, title, publisher, place of publication, edition, editor, illustrator, and/or other information

BIBLIOGRAPHY list of books and/or other materials arranged in a logical order; items may relate to a specific subject, type of material, publisher, etc.

BOOK REVIEW article about a book which judges the book for its literary merits and usefulness to readers, or that makes other evaluative statements

BOUND PERIODICALS issues of a magazine or journal which are sewn together in book form, usually a complete volume, annual compilation, or part thereof

CALL NUMBER a classification number used to identify a book or other item in the library collection; Russell Library uses the Library of Congress Classification System

CD-ROM compact disk, read only memory; information stored on the compact disk is accessed by personal computer attached to the CD-ROM drive

CITATION bibliographic information about a book, periodical article, or other information which allows you to find the publication

CLASSIFICATION SYSTEM a system by which books and other materials are arranged; many academic libraries use the Library of Congress Classification System, while many public and school libraries use the Dewey Decimal System

COMcat an acronym for **C**omputer **O**utput **M**icroform **Cat**alog; Russell Library's catalog, now on microfiche, is known by this acronym

DUMMY BOXES a box placed on the shelf in the spot an item should be shelved; in Russell Library, these are used to designate shelving for videotapes, which are kept in a secure area on the first floor

ENTRY the record of a book or other item in a library catalog or index

ERIC acronym for the Educational Resources Information Center, a U. S. Office of Education organization which acquires, indexes and abstracts, and disseminates significant educational research materials; Russell Library owns the entire ERIC Document collection on microfiche

ESSAY (in Essay and General Literature Index) a chapter or portion of a book indexed separately by subject and author of the essay

FACILITATOR this word is used in the handbook to denote items which assist users in accessing a particular collection (Example: the Library of Congress Subject Headings books facilitate the use of COMcat by helping the user to determine appropriate subject heading terminology)

GENERAL INDEX a periodical index containing citations to articles published in magazines which are of interest to the general public; Reader's Guide to Periodical Literature and InfoTrac's Magazine Index Plus are two general indexes

GOVERNMENT DOCUMENTS publications issued at government expense or published by a governmental body--federal, state, local, foreign, or inter-governmental

HARD COPY a record on card or paper; the hard copy of a magazine is the regular paper issue

HOLDINGS the stock possessed by a library; the items owned by a library

H. W. WILSON company which produces many items used in libraries or related to libraries and library science; many of the indexes produced by the company, such as Reader's Guide, Humanities Index, General Science Index, and Education Index, have similar formats though they index different types of magazines and journals as the index titles indicate

INDEX, PERIODICAL periodical indexes contain author and subject entries in alphabetical arrangement, allowing the user to locate information published in magazines and journals

INTERLIBRARY LOAN a system by which material such as books or

articles may be obtained from other libraries

JOURNAL a publication issued on a periodic basis, containing articles, news, proceedings, and so forth related to the field of the publication; many journals contain "scholarly" research information, literary criticism, reviews of new books in the field, and so forth

LIBRARY OF CONGRESS library designated by Congress to provide library service to Congress; though it is not a national library, the library provides many services such as the development of a comprehensive national library collection, cataloging of materials, and so forth; occupies three buildings on Capitol Hill in Washington, D.C.

MAIN ENTRY entry containing the fullest particulars allowing for complete identification of the publication

MICROFICHE a flat sheet of photographic film containing numerous microphotographs; Russell Library's COMcat is in microfiche format

MICROFILM a microphotograph on continuous-reel film; a space-saving format often used for the storage of periodicals, newspapers, census materials, and so forth

MICROFILM/MICROFICHE READER a machine used for the reading of materials which are in microfiche or microfilm format

MICROFORM a generic term for any material available in microformat, such as microfilm or microfiche

PERIODICAL a publication with a distinctive title which appears at regular intervals; magazine and a scholarly journals are periodicals; in Russell Library, newspapers also appear in the Periodicals List

Some types of periodicals:

1. popular magazines: often found on a newsstand of obtained by subscription, containing articles read for news and information or entertainment

2. journals: usually of a scholarly nature, often related to a particular field

3. trade, professional, and business magazines: stress current information in a particular field or area of interest

PERIODICALS LIST produced in book form by Russell Library, this source lists all magazines, journals, and newspapers available in the library, providing information on the format of each title

PERIODICALS REQUEST SLIP hard copy periodicals published prior to 1960 are housed in the library basement; patrons obtain these materials by filling out one of these blue slips at the Circulation Desk

REFERENCE COLLECTION books and other materials which many not be borrowed from the library

RESERVE(S) materials set aside by professors for use by students who are taking a particular class; these items are kept at the Circulation Desk and are listed by class in a black RESERVE NOTEBOOK located on the left of the desk

SERIALS publications issued in successive parts and intended to be produced indefinitely such as newspapers, magazines, journals, and so forth; often used in libraries as a term to cover all of these items; the word periodicals is used this way in Russell Library

SPECIAL COLLECTIONS collections of books and other materials connected with a certain subject, person, or period; Russell Library's Special Collections area houses the Flannery O'Connor Collection, the Georgia College Horology Collection, and the James C. Bonner Collections; materials from these collections are available for use on a restricted basis due to uniqueness, rarity, or fragility

SPECIALIZED/SUBJECT INDEX an index containing information appearing in publications related to a specific field such as education, psychology, art, and so forth

SUBJECT HEADING word or group of words under which books or other materials are entered in a catalog or index

SUDOCS/SUPERINTENDENT OF DOCUMENTS CLASSIFICATION classification system for government documents which arranges them by department responsible for the information

THESAURUS a thesaurus for an index contains a list of subject headings or descriptors used in the index

UNBOUND PERIODICALS single issues of magazines or journals

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